



# **STUDENT LIFE MANUAL**

The mission of Rosebud Theatre & School of the Arts is to enrich lives by offering grace and understanding through the art of storytelling, the practice of mentorship, and the gift of hospitality.

The mandate of Rosebud School of the Arts education is to provide arts education and training within a community of faith-based artists where students are inspired to become catalysts for transformation in our world.

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# I. INTRODUCTION

The principles of the Student Life Manual are informed and shaped by the unique character of Rosebud Theatre & School of the Arts (RTSA) as a Christian Fine Arts institution of higher education, located on a rural campus. All members of RTSA's community respect the fact that Rosebud is a place of work and training, a place to live, and a significant cultural tourism destination in Alberta.

RTSA is a **Christian**-based school. Its mission is to provide facilities, organization, education and top-quality programs in the realm of the arts to enrich lives by expressing God's gifts of creativity, hope, joy, forgiveness, and love through the arts. In light of this mission, this document attempts to define the relationship between employer and employee, between teacher and student, between the school and the community, and between ourselves and our roommates. The policies RTSA asks its students to follow are based on Biblical principles of living together. Although a Christian commitment is not necessary to attend Rosebud Theatre & School of the Arts, it is asked that all students respect the lifestyle of RTSA, open themselves to seeking God and pursue questions about Christianity.

RTSA is a **fine arts** school. The fine arts discipline is demanding – it requires energy and good health. The fine arts field attracts highly emotive people with strong powers of expression; however, these gifts are never to be used as licence for destructive behaviour. Lifestyle choices have a direct effect on one's ability to learn and grow in their craft.

RTSA is an institution of **higher education**. A post-secondary program requires mature studying skills, a certain level of academic competency and life skills. The relationship between instructor and student is defined as Master and Apprentice, and as such, demands mutual respect and accountability. RTSA believes that both the master and the apprentice are called to submit their autonomy to a purpose greater than themselves: to the discipline of their field and ultimately to the Lordship of Christ.

RTSA is a **rural campus**, situated in a small and relatively isolated community where there is mutual reliance for community and support. Actions have a direct effect on the people living in close proximity as well as wherever students go, because in essence, they are ambassadors of Rosebud Theatre & School of the Arts. As such, they are asked to conduct themselves in such a way that the community is edified and built up in a positive manner.

RTSA is a **tourism destination**. Over 40,000 people visit Rosebud each year. Every member of this community will contribute to our patron's Rosebud Experience in a positive way, no matter where they are in town or what they are doing.

## II. RESTORATION

In light of Rosebud Theatre & School of the Arts' identity as described above, the Student Life Manual seeks to build, support, and restore healthy relationships between people. RTSA's goal is to help students develop their ability to clarify problems and make wise decisions. The Student Life Manual is intended to encourage a positive atmosphere for growth in the fine arts field. The goal of these policies is to provide a framework that will guide both students and education staff toward healthy living within community. The Student Life Manual is intended to be a guiding document and not a "book of rules" designed to limit or control behaviour. Its purpose is to provide the foundation for a spirit of goodwill and cooperation within the community of Rosebud.

**Build:** The first step in building right relations is developing the ability to address one another with gentleness and honesty. This is the first step in conflict resolution and may be the hardest one to learn. With growing maturity and wisdom, RTSA expects students to develop conflict resolution skills that illustrate Christ's teachings of truth, love, repentance, and forgiveness.

**Support:** The second step is asking for advice and seeking counsel from the Student Life Advisor, a Student Advisor, or another qualified counsellor. The Student Life Advisor may mediate disputes and help find a resolution that is agreeable to all.

**Restore:** The third step involves correction, the details of which are outlined in this document. Sometimes the procedure calls for a **Student Life Committee**. This committee is called together as necessary, chaired by the Student Life Advisor and comprised of the Student Life Advisor, the Education Director, a staff member assigned by the Executive Director, and a staff or community member of the student's choice if requested.

Different situations require different corrective procedures and may include some or all of the following. In all cases confidentiality will be respected.

### Mediation

Where the Student Life Manual is contravened in relation to another student, mediation may be recommended by the Student Life Advisor. This may be resourced internally, or through professional services.

### Verbal Warning

The Student Life Advisor gives the student a verbal warning concerning problematic behaviour and helps the student find a solution to the problem.

### Written Reprimand

The Student Life Advisor provides the student with a corrective notice or reprimand, a copy of which is forwarded to the Registrar. The Student Life Advisor monitors the student's behaviour.

### Contract

If warranted, the student and the Student Life Advisor or Committee sign an agreement for a set period of time in the form of an accountability plan, also known as a "contract." While under contract, the student is placed on probation and may not progress to the next level of their programme. For example, a Theatre Foundations student under contract will not be considered for Mentorship 1. A Mentorship 1 student under contract will not be considered for Mentorship 2/3. Depending on the correction needed, the student may be directed to professional counselling.

The student is expected to respond to the contract by a specific date, either via e-mail or by attending a meeting to discuss details. Failure to respond or attend the meeting may result in a more severe consequence, such as a temporary leave or dismissal.

### Temporary Leave

Where necessary or under severe circumstances, the student is asked to leave the programme for a set period of time. A temporary leave of absence gives both the school and the student(s) a chance to heal emotionally and/or reassess their goals and priorities. Upon return, the student is placed on contract. It is also possible that a student will need to meet certain conditions in order to return. These conditions would be laid out by the Student Life Committee.

### Dismissal

Where necessary or under severe circumstances, the student is required to leave RTSA on a date set by the Student Life Committee and is not permitted back without final approval of both the Education Director and the Executive Director. Re-admission may be considered after the passing of one year or another set period of time as specified by the Student Life Committee. To be considered for re-admission, the student may be asked to complete all or parts of the application procedure, including a Scout Week.

### Expulsion

Where necessary or under severe circumstances, the student is removed from RTSA on a date set by the Student Life Committee and is barred from all activities associated with student life. The student may apply as a new student after a period of three years. NOTE: While the privacy of an individual will be respected, Ed Team may disclose with discretion the basic reasons for a temporary leave, dismissal, or expulsion. For example, disclosure to RTSA staff

and students may read like this: "This student's dismissal is due to a contravention of Section 17 of the Student Life Manual."

### **III. SPECIFIC ISSUES**

Specific issues are listed in alphabetical order for easy reference.

#### **1. ALCOHOL**

##### Rationale

RTSA recognizes that Christians differ in their conviction regarding alcohol consumption: some take wine at communion, others drink for recreation, and others abstain from alcohol altogether. We choose to respect and uphold the best models of all Christian traditions. Therefore, we encourage our students to follow the directives of their religious upbringing without passing judgement on people whose lifestyle differs from their own. Students are asked to refrain from excessive drinking and agree to support those who abstain from alcohol.

##### Policy

There is to be no presence of alcohol in RTSA Education spaces with the exception of wine for the purposes of communion. Disruptive behaviour as a result of alcohol consumption will not be tolerated. Drinking to excess or pressuring others to drink on or off campus is not permitted.

##### Procedure

The presence of alcohol in RTSA Education spaces, disruptive behaviour as a result of alcohol consumption, and/or excessive drinking is referred to the Student Life Advisor. The Student Life Advisor will approach the student and through discussion, discern the cause, circumstances and conditions that surround the incident. The SLA may inform the Ed Team and together with the student reach a corrective solution.

Continued infractions regarding the use of alcohol will result in restorative procedures as detailed in Section II. The student may be referred to counselling, pastoral care, or an accountability group such as AA.

If the incident involves breaking the Criminal Code or provincial law (for example, buying drinks for minors, drinking as a minor, or drinking and driving), the Student Life Advisor makes a report to the Education Director, Executive Director and the civil authority. In this case, the student is automatically on Contract, Temporary Leave or Dismissal.

Pressuring others to drink is addressed under Harassment, Section 14.

## **2. ATTENDANCE**

### **A. Attendance – Chapel**

#### Rationale

Chapel is an essential component of spiritual formation at RTSA and builds up the RTSA community.

#### Policy

- 1) All students are required to attend Chapel.
- 2) Students involved in rehearsal with Rosebud Theatre must attend Chapel when able and are excused when rehearsal and Chapel time conflict.
- 3) Absences for unavoidable situations such as funerals, illness, medical appointments or other needs are granted with a Time-Off Request Form, signed by the Chapel Coordinator.

#### Procedure

- 1) When a student is absent from Chapel without a time-off request form, the Student Life Advisor will seek to find out and understand why the student has been absent and find ways to address these reasons.
- 2) Continued absences from Chapel will result in restorative procedures as detailed in Section II.

### **B. Attendance – Classes**

#### Rationale

Attendance at all classes is mandatory. The conservatory training at RTSA features many studio-based classes where learning takes place primarily during in-class participation, and missed classes are nearly impossible to make up. The attendance policy encourages students to respect in-class learning, to take personal responsibility for time management, and to communicate with their instructors in a professional manner.

#### Policy

- 1) Attendance at all classes is mandatory.
- 2) If a student is unable to attend a class or arrive on time, they must inform the instructor using the Time Off Request Form. If the issue is unforeseen and last-minute, the student will immediately inform the instructor in a suitable manner. A Time Off Request Form does not automatically mean that the instructor will excuse the absence but does ensure respectful communication.
- 3) A student's grade will be deducted for lateness or absence:

3%	Unexcused absence
1%	Excused absence
1%	Late attendance

Instructors have the ability to use discretion within this policy when extenuating circumstances arise regarding scheduling conflicts between Rosebud Theatre and RTSA.

- 4) Deductions for attendance are capped to a specific percentage amount determined by the instructor.

#### Procedure

- 1) The instructor assigns a maximum percentage grade for Attendance, clearly indicated in their class syllabus, and follows the above procedure.
- 2) If the student is continually absent or late for class or if the student's program is in jeopardy, the instructor will notify the Student Life Advisor or the Education Director. At this point the Education Team will proceed with restorative measures (E.g. A Contract as described in Section II).

#### Examples

- 1) Jane takes a class where Attendance counts for 30% of the final grade. During the term, Jane attends a funeral and asks to be excused from class using the Time Off Request Form. The instructor excuses the absence and Jane loses 1% of her attendance grade for missing a class. Subsequently Jane is late four times due to depression. Jane loses 4% of her attendance grade for being late four times. The instructor informs the Student Life Advisor of Jane's situation and the Student Life Advisor helps Jane set up a manageable schedule. Jane's final grade at the end of the course is deducted by a total of 5%.
- 2) John takes a class where Attendance counts for 10% of the final grade. During the term, John wants to attend a hockey game and uses the Time Off Request Form to be excused from class. The instructor does not excuse the absence, but John attends the hockey game anyway. John's attendance grade is deducted by 3%. John misses three other classes due to various circumstances which he did not discuss with his instructor beforehand, resulting in another 9% deduction. Because Attendance counts for 10% of the final grade, John loses the total 10%.

### **C. Attendance – Classes during Rosebud Theatre rehearsal**

#### Rationale

As a conservatory training school, RTSA combines practical stage work and educational classes. Wherever possible, RTSA and Rosebud Theatre aim to work out mutually exclusive schedules so that cast members are not double-booked. RTSA and RT make a commitment to respect the demands of the rehearsal schedule, the educational requirements of the student's program, and the general health and welfare of the student.



This policy applies only to rehearsal at Rosebud Theatre and only to the rehearsal period, not the run of a show.

#### Policy

- 1) RTSA creates the class schedule around Rosebud Theatre's rehearsal schedule where possible, by scheduling classes outside of rehearsal time.
- 2) The Registrar and Production Stage Manager meet before the rehearsal process to discuss the demands on the student's time.
- 3) Students are expected to attend every class scheduled outside of RT rehearsals. Classes may be scheduled between 8:30 AM and 10 PM.
- 4) Students are expected to attend classes during rehearsal when they are released by stage management for that purpose with 10 minutes allowance to travel to and from said class(es).
- 5) Acting Coaching and Vocal Coaching are re-scheduled by the coach and the student.
- 6) Students need to fill out a *Time Off Request Form* for classes missed during RT rehearsal. The most severe penalty for missing a class due to rehearsal is an Excused Absence (1%), or less at the discretion of the instructor.

Instructors are permitted to give students a chance to make up missed classes or missed assignments, for example through a tutorial or an additional project. Make-up lessons or assignments are offered at the discretion of the instructor.

#### Procedure

- 1) Missed classes due to Rosebud Theatre rehearsals are considered an Excused Absence or less at the discretion of the instructor with a *Time-Off Request Form*.
- 2) Missed classes due to RT rehearsals without a Time-Off Request Form are considered Unexcused Absences.
- 3) Scheduling conflicts are mediated by the Registrar and Production Stage Manager.

### **D. Attendance – Self-Care**

#### Rationale

RTSA students may at times feel overwhelmed or anxious. Taking time off for self-care can be beneficial if there has been a sudden traumatic experience or if the student feels overwhelmed in the moment and therefore takes time to reorient themselves.

RTSA encourages the students to practice continued participation as a strategy for reducing future anxiety. Taking time off to care for one's mental health has the potential to reinforce anxiety and may adversely affect the stamina and ability required to achieve one's goals.

This policy applies to students choosing to be absent from their classes for reasons of self-care (i.e. a 'mental health day').

#### Policy

If a student chooses to take a day off on the recommendation of a professional health care provider, the grade will be deducted as an Excused Absence. If the student takes a day off at their own discretion, the grade will be deducted as an Unexcused Absence or less at the instructor's discretion.

The student will communicate their absence via an email or text to each day's instructors and their advisor. The student is expected to have a follow-up conversation with their advisor.

### **E. Attendance – Shows**

#### Rationale

To encourage diverse performance experiences, RTSA organizes field trips to Calgary, as well as study trips to Canada's West Coast, New York City/ Toronto, and London, England. Occasionally the trips include talk-backs or pre-show chats with performers or production personnel.

RTSA suggests options but does not review or approve productions. At times they may flag content but students are expected to research the suggested shows while being open to diverse show performances.

When a show is particularly apropos for a course curriculum, an instructor may require students to attend the show.

While RTSA encourages students to participate in the performances on offer, they recognize that everyone brings their own experiences and values to the artistic material. If the content or expression in the performances adversely affects the student's psychological, spiritual or emotional health, it is expected that they will exit the theatre in a way that respects the performers and other patrons. Students are expected to practice positive self-care outside the playing space, and communicate with RTSA leaders after the show.

#### Policy

- 1) Students are expected to attend eight professional shows in Alberta – approximately one show per month during an eight-month school year.
- 2) If students decline to see organizer-selected performances, they must attend other professional shows to meet the yearly requirements. (As mentioned above, they must attend the performances required for classes.)
- 3) Students are expected to participate in all workshops, talk-backs and shows that are offered on the West Coast Theatre Trip and the International Theatre trips, unless allowance is made by the RTSA leader.
- 4) Students will conduct themselves appropriately according to the type of performance they are seeing. They must consider appropriate attire, volume levels, personal hygiene, and public food consumption in the venue. The goal is to contribute to rather than detract from the overall audience experience.

#### Procedures

- 1) When a student consistently chooses not to attend performance opportunities in Calgary or on the field trips, the show or trip organizer will have a conversation with the student to understand why the student is absent and find ways to address these reasons.
- 2) Continued non-compliance with the Show Attendance policy will result in restorative procedures as detailed in Section II.

### **3. CANNABIS**

#### Rationale

Rosebud is a close-knit community, and while people's opinions vary on the appropriateness of using cannabis/marijuana, RTSA respects the potential risk that recreational drugs (legal or illegal) have on minds, bodies, spirits, and relationships. As the study of artistic expression demands complete attunement to creative impulse and awareness, RTSA students are expected to be fully present. Cannabis impairment is detrimental to these foundational requirements. RTSA strongly discourages the recreational use of cannabis products based on research that reveals the following negative effects in some cases:

- 1) Adolescence is a critical phase of brain development at least until the age of 25, and excessive or chronic use of psychotropic drugs during that time may impact cognition and develop psychoses.
- 2) Cannabis use may affect educational performance, and produce persistent cognitive defects, apathy, loss of achievement motivation, and decreased productivity.
- 3) Cannabis use may develop dependence and addiction.

- 4) Heavy cannabis use may cause structural and biochemical changes in certain regions of the brain and may increase the risk for developing psychoses.
- 5) Cannabis use may cause respiratory problems, suppression of the immune system, interference with the reproductive system in both men and women, and adverse effects on offspring development.
- 6) Cannabis use may cause financial strain (compare policy on Smoking)  
(Meyer, Jerrold S. and Linda F. Quenzer, 2013. *Psychopharmacology: Drugs, the Brain and Behavior*, Sunderland, MS, Sinauer Associates, Inc. P 426.)

### Policy

As of October 17, 2018, cannabis use is legal in Canada. RTSA's hope is that out of respect for the community and their learning, students abstain from using cannabis.

If an RTSA student uses cannabis, they must understand all associated risks and comply fully to the following:

- No person may sell cannabis or any products containing cannabis.
- No person may provide cannabis to a person under the age of 18.
- No person may pressure another to use cannabis.
- No person may use cannabis in such a way as to impair their performance or studies.
- No person may use cannabis in any RTSA building or Rosebud community building/structure.
- No person may operate a vehicle while under the influence of cannabis products.
- No person may take any cannabis product across Canadian borders, while either entering or exiting the country.
- No person may consume cannabis to the detriment of the community living in the hamlet of Rosebud (e.g. second-hand smoke.)
- RTSA will support any restrictions set by landlords for RTSA students regarding the storage and use of cannabis and related paraphernalia on or near their property.

### Procedure

- 1) Any use or handling of cannabis that does not adhere to the SLM is referred to the Student Life Advisor. The Student Life Advisor will approach the student and discern the circumstances and conditions surrounding the incident. The SLA will inform the Education Director or form a Student Life Committee. The student may be placed under contract and referred to counselling, pastoral care, or an accountability group such as NA, AA, or a similar 12-Step program.
- 2) Repeated incidents may result in the student being placed on a Temporary Leave or Dismissal.

- 3) If the incident involves breaking the Controlled Drugs and Substances Act (e.g. driving under the influence, producing or selling drugs, etc.), the Student Life Advisor makes a report to the Education Director, the Executive Director and the civil authority.
- 4) Pressuring others to use cannabis is addressed under Harassment, Section 17.

#### **4. CLEANLINESS OF RESIDENCES**

##### Rationale

Cleanliness in student residences is encouraged to create an environment that shows respect for roommates and promotes basic sanitary conditions. RTSA's involvement in cleanliness standards for student residences is in the interest of personal health, positive roommate relationships, and positive landlord/tenant relationships.

##### Policy

Students are expected to keep their residences clean to a standard that reflects the above rationale, the Residential Tenancies Act and the Public Health Act. Food must be properly stored, and fire safety regulations must be observed.

##### Procedure

- 1) The landlord may inspect a student's residence to ensure that they are kept to a standard of cleanliness required by the Public Health Act in compliance with the Residential Tenancies Act and the tenant-landlord agreement.
- 2) If the residence does not meet the standard required, the landlord will specify what needs to be addressed by the student(s) and the time of the next inspection.
- 3) If the space is not cleaned within the specified timeframe, the landlord may issue a cleaning fee for everyone in the residence of the offending student(s). This fee is set at the amount the landlord considers adequate to get the residence clean.
- 4) Repeated violations are reported to the Student Life Advisor and are dealt with according to the procedure under #10 "Disrespect." Discipline may involve a Contract.

#### **5. DAMAGE AND VANDALISM**

##### Rationale

We wish to create an environment in which students respect their own and other people's property.

##### Policy

Students will use and maintain the facilities provided by RTSA as good stewards and treat RTSA property with respect. Students will also respect the property of other students and the wider community.

#### Procedure

- 1) When damage occurs on or to RTSA property, the area supervisor will be notified immediately.
- 2) The area supervisor will investigate the situation and determine whether the item was damaged as a result of previous wear and tear, an accident, or intentional vandalism.
- 3) In case of a suspected accident or vandalism, the area supervisor notifies the Student Life Advisor. A Student Life Committee may convene to ascertain the nature of the incident.
- 4) If the damage occurred due to ongoing wear and tear, the appropriate department will bear the cost of repair or replacement.
- 5) If the damage resulted from an accident, a Student Life Committee will undertake an investigation into the event and based on their findings ascertain how the cost of repair or replacement (including parts, labour, and administration) will be born.
- 6) If the damage resulted from intentional vandalism, all students involved in the incident will bear the cost of repair or replacement (including parts, labour, and administration) and in addition, may be charged a vandalism fee at the discretion of a Student Life Committee. These incidents include damage incurred intentionally or inadvertently. (Example: damage incurred consequent to a practical joke.)
- 7) If an incident of vandalism involves breaking the Criminal Code, the Student Life Advisor submits a written report to the Executive Director and the Education Director. If required a report may also be made to the civil authorities.
- 8) Restorative measures in cases of vandalism may include a Contract, Temporary Leave, or Dismissal (as described in Section II).

## **6. DECOR**

#### Rationale

RTSA is a community where many tastes, preferences, and convictions are brought together in close proximity. Students should recognize that their decorating choices may be a reflection of themselves. When decorating their rooms, students are asked to observe the broad parameters as set out in the following policy.

#### Policy

- 1) Décor must respect the property and landlords' expectations (Ex. nail holes, candles, etc.)

- 2) Décor should not be overtly offensive. (Ex. occult or pornography).
- 3) All housemates have a say in decorating the common areas.

#### Procedure

- 1) When a conflict is brought to the attention of the Student Life Advisor, he or she will approach all parties involved and facilitate a solution.
- 2) The Student Life Advisor has final authority in removing particular items.
- 3) Non-compliance is dealt with according to procedures under #8 "Disrespect."

## **7. DISHONESTY**

#### Rationale

Dishonesty undermines a community based on trust. Dishonesty can become an addictive habit and may be symptomatic of an underlying issue that must be confronted.

#### Policy

In this policy, we define dishonesty as follows:

- 1) Deliberately communicating false information (lying).
- 2) Withholding or adding information for the purpose of creating a false perception (deception).
- 3) Gaining an advantage under false pretences (cheating).
- 4) Presenting words or ideas of another as one's own (plagiarism).
- 5) Defamation of character, slander, libel.
- 6) Fraud

#### Procedure

- 1) Every case of dishonesty must be referred to the Student Life Advisor, except for Plagiarism which should be referred to the Education Director.
- 2) The Student Life Advisor will encourage the student to approach the affected person(s) to make confession. If confession is not made in a timely manner, the Student Life Advisor will inform the affected person(s) of the dishonesty.
- 3) The Student Life Advisor will conduct a thorough investigation of the history and root causes of the dishonesty and respond accordingly.
- 4) If the offence breaks the Criminal Code, the Student Life Advisor will submit a written report to the Education Director and the Executive Director, and they may contact the civil authority.
- 5) If dishonesty occurs repeatedly, a Student Life Committee may place the student under Contract, recommend counselling or Dismissal.

## **8. DISRESPECT**

### Rationale

We acknowledge the inherent value of all students, staff and community members, and strive to respect the authority and dignity of each position and person in the organization.

### Policy

Students are to address difficult issues by confronting the appropriate people and seek solutions where both parties are respected and cared for. Spreading seeds of bitterness, talking behind people's backs, disrespecting other's time, or purposefully creating dissent will be dealt with in the following manner:

### Procedure

- 1) When a student acts with disrespect, the affected party will confront the situation.
- 2) If no improvement occurs, the affected party will contact the Student Life Advisor.
- 3) The Student Life Advisor will ascertain the root of the problem and help the offending student find a healthier way to express themselves. The student may be asked to apologize to the affected party.
- 4) If the pattern of behaviour persists, the Student Life Advisor will call a Student Life Committee to recommend a Contract, or Temporary Leave, or Dismissal.

## **9. DRUGS: Illegal**

### Rationale and Policy

The taking and dispensing illegal drugs are specific violations of the Controlled Drugs and Substances Act. RTSA also prohibits the abuse and/or misuse of prescription drugs.

### Procedure

- 1) Any case of illegal drug use and/or abuse of prescription drugs is referred to the Student Life Advisor. The Student Life Advisor will approach the student and discern the circumstances and conditions surrounding the incident. The SLA will inform the Education Director or may call a Student Life Committee and the student is placed under contract and may be referred to counselling, pastoral care, or an accountability group such as NA, AA, or a similar 12-Step program.
- 2) Repeated incidents may result Restorative Measures (from Section II), such as the student being placed on a Temporary Leave or Dismissal.
- 3) If the incident involves breaking the Controlled Drugs and Substances Act (Ex. driving under the influence, buying or selling drugs, etc.), the



Student Life Advisor makes a report to the Education Director, the Executive Director and the civil authority.

## **10. EDUCATION BUILDINGS**

### Rationale

RTSA buildings are designed for specific uses. Students may sign out a key to the RTSA buildings that are accessible to students, and a key deposit will be required. Certain Education spaces are open to students who use it for its designated purpose and who observe the rules in the following policy.

### Policy

- 1) All lights must be turned off when leaving the building.
- 2) In the event of double booking, the party who reserved the space as a resource through Outlook has priority.
- 3) RTSA education spaces and equipment must be used for their designated purposes only.
- 4) Only the student who signed out the key may use the key.

### Procedure

In cases where the use of the school building contravenes the Student Life Manual, the Student Life Advisor submits a written report to the Education Director, the Executive Director and possibly the civil authority. These incidents may result in restorative measures (Section II).

## **11. ENTERTAINMENT**

### Rationale

In the study of performing arts, we acknowledge the use of video, television, film, and live performance as a means to grow in the art and craft of theatre. We believe that discussion and debate are more productive means of addressing problematic material than outright censorship. We recognize that one's attitude towards entertainment can be as problematic as the material in question. Sometimes our inability to feel truly present in everyday life entices us to disassociate from our true feelings through unhealthy or addictive entertainment habits.

For example, a film can be used in numerous ways: as an addiction, a subject of analysis, a meaningless escape, or a celebration of the human experience. Therefore, we wish to create an environment that fosters open discussion and a wide variety of learning forums, while at the same time acknowledging the upsetting and addictive potential of some entertainment material.

### Policy

RTSA does not condone the consumptive use of recreational material that manifestly celebrates extreme violence, intolerance (such as sexism or racism), the occult, or pornography.

#### Procedure

- 1) In the event that material is upsetting to fellow students, a discussion will be mediated by the Student Life Advisor to find a resolution that is agreeable to all.
- 2) In cases of addiction, the student will be asked to enter willingly into an accountability relationship or support group. Any unwillingness to deal with the issue results in a further consequence (see Section II, Restoration).

## **12. FIRE SAFETY**

#### Rationale

The indiscretion of one person can endanger the lives of many others and can potentially destroy valuable property. Furthermore, certain aspects of fire safety are legislated in the Criminal Code.

#### Policy

- 1) Students must use good judgement around all flammable substances.
- 2) Damage to property caused by poor fire safety habits (Ex. smoke, wax, fire), whether caused accidentally, carelessly, or intentionally, is the responsibility of the student. See "7. Damage and Vandalism" for the appropriate procedure.
- 3) All students must obey Wheatland County fire bans.
- 4) Fire alarms are to be activated only for fires or fire drills.

#### Procedure

- 1) All matters of violating the fire safety regulations are referred to the Student Life Advisor.
- 2) In any case where fire safety regulations are violated, the Student Life Advisor will do no less than the following: Conduct an interview with the student(s), give a written reprimand, and the student will be charged for any damages incurred.
- 3) Repeated offences will result in the student being placed under Contract or Dismissal, and the student will be charged for all damages.
- 4) In a case where the Criminal Code is broken (arson), the Student Life Advisor may submit a written report to the Education Director and the Executive Director, and the civil authorities. In this event, the student(s) will normally be dismissed from RTSA and will be charged for all damages.

### **13. GUESTS IN RESIDENCES**

#### Rationale

Students are expected to be respectful of those with whom they share housing. All students are entitled to privacy and to feel safe and comfortable within their accommodations. Guests in residences may impact students' academic performance and could potentially be unsafe.

#### Policy

- 1) Students may have visitors or other students in their bedroom as long as the door is left open. This is acceptable only until 11:59 p.m. after which no visitors are allowed in bedrooms.
- 2) Fellow students and visitors will not be allowed to enter the residence of another student after 12:00 midnight.
- 3) No instructor will teach in a student residence unless approved by the Education Team and agreed to by all tenants of the suite.
- 4) Policy 1 and 2 will be strictly enforced in the following cases:
  - When visitors infringe on roommates' privacy.
  - When visiting after 12 midnight becomes a recurring habit.
  - When fatigue or other issues interfere with academic performance or relationships.
- 5) Overnight guests are only permitted once prior permission has been obtained from the roommates and landlord. If there is no time to obtain permission, the guest is not allowed to stay overnight.
- 6) Residents reserve the right to admit or restrict access to their living space.

#### Procedure

- 1) Violations are referred to the Student Life Advisor who investigates the situation and seeks resolution.
- 2) Repeated violations may result in further restorative measures (Eg. Contract or Dismissal).

### **14. HARASSMENT**

#### Rationale

Harassment is a violation of the integrity of persons through unequal power relationships, because of gender, race, societal status or other. It degrades people who are created equal and in the image of God. Harassment leads to alienation, fear, mistrust and is contrary to the spirit of the Gospel.

Harassment and the Practice of Theatre – Since the practice of Theatre Arts tests our self esteem and notions of personal space, it is important that

all students become aware of and protect healthy personal boundaries. In studio work, rehearsal and performance, RTSA strives to follow the 5 C's of Safe Intimacy on Stage as outlined by Intimacy Director's International. (Context, Communication, Consent, Choreography, and Closure.) <http://www.teamidi.org/>

### Policy

- 1) No one will threateningly pursue or persecute someone with unwanted and obsessive attention by any means (electronically, physically, psychologically).
- 2) RTSA will maintain best practices of professional theatre training at all times in studio work, rehearsal and performance.
- 3) In accordance with the Freedom of Information and Privacy Act, no one may give out phone numbers that are not their own or identify an individual's residence to a stranger.
- 4) The following activities are construed as harassment and will not be tolerated at RTSA:
  - i. Pursuing a student aggressively against their will (barring circumstances where a student may be in danger)
  - ii. Pressuring someone to consume alcohol or drugs
  - iii. Destructive verbal conduct: making or using derogatory comments or abusive remarks
  - iv. Impeding or blocking physical movement
  - v. Physical assault
  - vi. Unwelcome or persistent letters, messages, or phone calls
  - vii. Any degrading or slanderous messaging on social media, including bullying
- 5) The following activities are construed as sexual harassment and will not be tolerated at RTSA:
  - i. Sexual assault
  - ii. Unwanted physical or verbal sexual advances, activities or propositions
  - iii. Offering employment, academic or other benefits in exchange for sexual favours
  - iv. Unwelcome or persistent letters, messages, phone calls for dates
  - v. Unwanted touching of a sexual nature
  - vi. Verbal abuse of a sexual nature, graphic commentaries about an individual's body, sexually degrading words, suggestive or obscene messaging
  - vii. Visual conduct: leering, making sexual gestures, displaying sexually suggestive material including "sexting", pornography and voyeurism

- viii. Suggesting threatening reprisals after a negative response to sexual advances.

#### Procedure

- 1) Any incident of harassment is reported to a trusted staff member, for example the student's advisor or the Student Life Advisor and will be treated with utmost seriousness.
- 2) The direct supervisor (show director, stage manager, instructor, etc.) of the suspected offender is informed. If the suspected offender is a student, the direct supervisor will inform the SLA.
- 3) If the incident potentially contravenes the Criminal Code, the SLA will make the complainant aware of their options, which may include filing a police report.
- 4) If the Student Life Advisor suspects a violation of the criminal code, he or she will submit a written report to the Education Director and the Executive Director.
- 5) Depending on the type and severity of the harassment incident, the SLA and/or the SLC will seek appropriate restorative measures as outlined in Section II.
- 6) If the complainant is in danger in their place of residence, the SLA will offer to help find a safe, alternate housing situation.

## **15. HYGIENE**

### Rationale

RTSA students are required to work, live, and learn in immediate proximity to others. The practice of maintaining physical cleanliness is essential in preventing the spread of infection and disease, as well as positively affecting students' social and psychological well-being. Good personal hygiene is vital in managing body odour without disrupting the learning experience of others. Cleanliness is also a critical component in backstage etiquette and wardrobe/costume care.

### Policy

Students at RTSA are expected to maintain personal cleanliness, including but not limited to having regular showers/baths, washing hair, using deodorant, laundering as needed, performing oral hygiene, and avoiding use of heavily scented perfumes, colognes, and lotions.

### Procedure

- 1) The instructor, stage manager, director or advisor will discreetly inform the student of hygiene concerns affecting the learning environment. The person in authority may request that the SLA or another instructor be part of the conversation.

- 2) If the situation is not resolved, the SLA may meet with the student to discuss concerns and explore solutions.
- 3) If the concerns continue, further steps may be taken as directed under "Restoration".

## **16. MEDIA/SOUND LEVELS**

### Rationale

RTSA recognizes that music, TV, and movies can be an important part of our life. In a close community setting we need to be aware of how our personal media choices affect those around us. Noise level regulations help us live with one another in harmony. Our media choices should seek to edify, not alienate, other members of the community.

### Policy

During Quiet Hours from 11:30 p.m. onwards, volume levels must be respectful of other's needs for quiet. During the day, students will demonstrate sensitivity to others.

### Procedure

- 1) If the issue has to do with volume (noise level) the procedure used is given under section #18 "Quiet".
- 2) If the issue has to do with offensive material the procedure used is given under #11 "Entertainment."

## **17. OCCULT AND SPIRITUAL BONDAGE**

### Rationale

RTSA affirms belief in the life-giving and healing love of God (as revealed in the Trinity) but does not discriminate against other religions. However, spiritual practices that deliberately seek guidance from evil sources or spiritual mediums can have serious effects on persons involved as well as on others in the community. Spiritual bondage and injury limit our ability to fulfill our Divine calling. RTSA encourages students to reject all practices of the occult and evil spiritual guidance and seek spiritual healing where appropriate.

### Policy

Students are not permitted to engage with or experiment with any practices traditionally associated with the occult

### Procedure

- 1) Any incident involving the occult is referred to the Student Life Advisor. The Student Life Advisor approaches the student(s) involved and assesses the situation.

- 2) Freedom and healing from damaging spiritual influence may require a course of action, including but not limited to compassionate pastoral care, spiritual deliverance, and/or professional counselling.
- 3) Any decision will take into account the possible effect the student's continued presence may have on the student body.
- 4) If a student demonstrates resistance when the issue is addressed, the Student Life Advisor may seek restorative measures as discussed in Section II.
- 5) Any unwillingness to deal with the issue and consistently and/or purposefully practice the occult will result in a recommendation for Dismissal or Expulsion.

## **18. QUIET HOURS**

### Rationale

Quiet hours are set to help students live a balanced lifestyle that includes necessary rest and respects the demands of living in close proximity with the wider community. Depending on involvement in various projects, personal schedules may differ. RTSA encourages students to maintain their focus on training while respecting the needs of others.

### Policy

- 1) At all times, students are expected to be sensitive to the noise level around town. Quiet time begins at 11:30 p.m., and ends at 8:30 a.m. Students are expected to enter & exit buildings quietly and move around town in a quiet manner.
- 2) There will be no unreasonable noise disruption during the day.
- 3) Quiet hours will be strictly enforced in the following cases:
  - When a student disrupts another person's rest after designated quiet times.
  - When a student shows up late for classes or work duties due to lack of rest.

### Procedure

If RTSA receives a complaint, recognizes negative effects upon a student due to lack of rest, or observes other consequences, the Student Life Advisor will investigate the situation and seek a resolution and/or proceed with restorative measures as outlined in Section II.

## **19. ROAD SAFETY**

### Rationale

RTSA's desire to foster good relations with the wider community extends to sharing the road. Although Rosebud effectively functions as a campus,

the hamlet is not school property. RTSA students must respect the right of farmers, residents, and business owners to easy road access, unhampered by campus life.

#### Policy

- 1) Student drivers are expected to obey the speed limit of 30 km at all times.
- 2) If students walk on the road, they must quickly and effectively make room for passing vehicles.

#### Procedure

- 1) The Student Life Advisor deals with complaints and issues a Verbal Warning to the offending students (or the entire student body, if offending students are unknown)
- 2) If the SLA receives repeated complaints about a specific student, the SLA may recommend further restorative actions (Section II).

## **20. SEXUALITY**

#### Rationale

At RTSA, we wish to foster relationships that are based not merely on sexual attraction, but on esteem, trust, and spiritual unity. We believe that our sexuality is intimately connected with our spiritual nature; therefore, we expect our students to nurture their own bodies and respect others. We view our bodies as temples of the Holy Spirit and as instruments of our artistic craft. As we learn to accept the love that God has for us, we will choose enduring values over short-term gratification or censure.

As an interdenominational community of Christian artists, we recognize that people hold different views on homosexuality and gender identity. RTSA will not discriminate those who hold differing viewpoints on sexual orientation and gender identity.

This policy intends to provide a framework for healthy discussion and behaviour, knowing that it does not contain answers to all our questions. Every incident will be dealt with on an individual basis.

#### Policy

- 1) In the spirit of respecting and honoring Christian beliefs, RTSA asks that unmarried persons refrain from sexual relations while enrolled as students.
- 2) Students in a dating or romantic relationship with each other will not live in the same residence.



- 3) Students are expected to guard against a consumer mentality of sexual gratification, such as impromptu making out or casual experimentation.
- 4) RTSA will not tolerate any activity that uses one's sexuality as a means of manipulating relationships (see #16 Harassment).
- 5) Discrimination of RTSA students based on sexual orientation or gender identity will not be tolerated.

#### Procedure

- 1) Instances of potential sexual harassment will be dealt with under #16 Harassment.
- 2) Sexual misconduct or infringement of the above policy are referred to the Student Life Advisor. The Student Life Advisor will discern the circumstances and conditions surrounding the incident.
- 3) Based on the nature of the incident, the Student Life Advisor will recommend counseling, a contract, a residence meeting, or other restorative measures under Section II. The SLA may inform or consult with the Education Director and/or the student's advisor.
- 4) If sexual misconduct potentially involves breaking the criminal code (e.g. where minors are involved), the Student Life Advisor will submit a written report to the Executive Director, the Education Director, and the civil authority. In this event, the offending student is recommended for Dismissal or Expulsion.

## **21. SMOKING or VAPING**

### Rationale

While we recognize that Christians vary in their opinion on the appropriateness of smoking, vaping or the use of e-cigarettes, we encourage our students to abstain from these activities for health and financial reasons.

### Policy

Smoking or vaping is not allowed in any RTSA buildings, or within 5 metres of entrances, windows, or air intakes. RTSA expects students to respect landlord's rules for smoking/vaping.

### Procedure

Any incidents of smoking in RTSA buildings should be referred to the Student Life Advisor. As needed, the Student Life Advisor will proceed with restorative measures as outlined in Section II.

## **22. SOCIAL MEDIA**

### Rationale

In a world of increased on-line presence and virtual profiles, RTSA recognizes that various forms of social media are a reality of many people's lives, and that in many cases social media can be a positive and healthy means of interacting, organizing and promoting events, and staying in touch with friends, acquaintances, and organizations. Engaging in a negative way on social media has the potential to damage relationships, character, and organizations. RTSA asks students to recognize the power of social media, and to treat all posting with respect and discretion, with the goal of growth, nurturance, and positivity. Students are also expected to be ambassadors for RTSA when posting anything related to this organization. This does not preclude students from using social media as a means of promoting personal beliefs or causes that are important to them.

#### Policy

- 1) When posting on social media students will seek to encourage, build up, edify, entertain, promote, challenge, and support, rather than tear down, discredit, bully or slander.
- 2) Where possible, students will seek to promote RTSA, RT, fellow students, and RTSA's programs, instructors, and events.
- 3) Students will refrain from using social media to air complaints about fellow students, instructors, or RTSA as an organization. Instead, students will bring their concerns to the appropriate person or their Advisor.

#### Procedure

- 1) If a student contravenes this policy, they will be asked to stop their action and to speak to the Student Life Advisor. In some cases, students may be asked to delete or edit a post and write a formal apology.
- 2) If a student persists in this behavior, they will be addressed according to Section II Restoration.

### **23. STUDENT LOUNGE**

#### Rationale

The Student Lounge is to be shared by all students, and everyone must clean up after themselves in consideration of other users.

#### Policy

All students are expected to keep a Student Lounge clean. Personal dishes must be removed, and all surfaces cleaned before leaving the premises. Furniture, dishes and appliances belonging to the Student Lounge should be kept clean and free from damage. Fire safety precautions must be strictly observed.

### Procedure

Any infringement of the above is reported to the Student Life Advisor, who will apply Restorative Measures (Section II) to correct the behaviour and facilitate a positive space for student interaction.

## **24. THEFT AND FRAUD**

### Rationale and Policy

Theft and fraud are specific violations of the criminal code.

### Procedure

- 1) Any case of theft is referred to the Student Life Advisor. The SLA submits a written report of the theft to the Education Director and the Executive Director. If required, a report is also made to civil authority.
- 2) The offending student is expected to make appropriate restitution. In most cases the student is dismissed from RTSA and reacceptance is not considered until restitution has been made.
- 3) In a case where a student fully confesses and desires to make restitution, the student may be permitted to remain at RTSA, in consideration of Section II Restoration.

## **25. WORK DUTIES**

### Rationale

Rosebud is a small community where each member's contribution counts. When a student misses a work shift it not only affects that particular work area, but other areas of the organization as well.

### Policy

Students must show up for scheduled work duties on time and wearing appropriate attire. They must inform their supervisor immediately if they are not able to report on time. If a student needs to miss a shift, prior approval must be obtained from the area supervisor. Rosebud's education department supports the personnel policy and the supervisor's decision regarding the consequences of missed shifts.

### Procedure

- 1) The area supervisor reports problems at work to the Student Life Advisor.
- 2) When work is missed or not performed to the standards expected, the area supervisor may take appropriate measures.
- 3) In case of continued problems at work, the student will be dismissed from their job. This may have an effect on their success in their program.

## **26. WORK PLACE SAFETY**

### Rationale

Students have a right to a safe working environment and are equally responsible for the safety of that environment. Any person not working safely puts others at risk. "Safe" does not mean "without hazard," but that the risk is mitigated through safety procedures. Whether students are paid or volunteer their time, they are covered under the Workers Compensation Board (WCB). The law and WCB require workers and volunteers to report all injuries. Even if an injury is minor, it may develop into a bigger problem later; therefore, all injuries are reported according to departmental procedure.

### Policy

- 1) Students are responsible for their own safety and that of others and are not to act in a manner that places themselves or others at risk.
- 2) Students are to wear personal protective equipment (PPE) when appropriate or required – e.g. eye/ear protection, gloves, closed toe shoes.
- 3) Students must complete WHMIS (Workplace Hazardous Materials Information System) certification and OHS (Occupational Health and Safety) training before working in the theatre.
- 4) Students must voice concern about safety to their supervisor and refrain from completing a task that they feel is unsafe. There may be situations where students feel scared, but that does not necessarily mean that the task is unsafe.
- 5) When injury occurs, an incident report must be completed.

### Procedure

- 1) Any incidents of unsafe behavior are reported to the area supervisor and the Student Life Advisor, and the student will receive a written reprimand that will be kept on file.
- 2) In the case of subsequent unsafe behaviors, the student will be put on contract, temporary leave, or dismissal, as per Section II, Restoration.